**Connecting to Staff server with Filezilla on the Apple**

**Launch FileZilla**

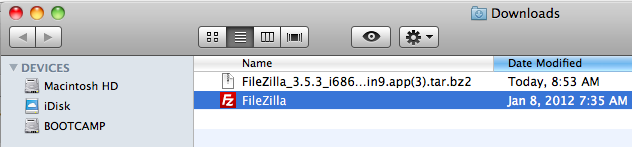
1. On your Mac, click the Finder  in your dock.
2. Click the Applications folder.
3. Find the FileZilla program.

**If you don’t have FileZilla installed,**

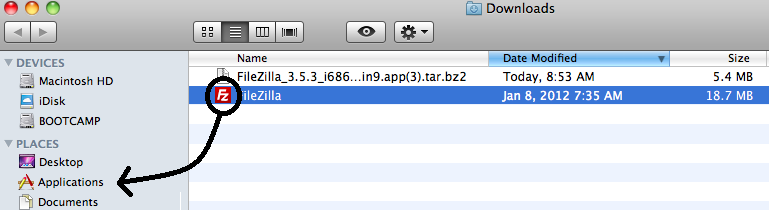
1. Download and install Filezilla if it is not already on your computer from <http://filezilla-project.org/download.php>
2. Double Click the downloaded file to extract the application (ex. Filezilla\_3.5.3\_i686-apple-darwin9.app.bz2).



1. The downloads folder will open.



1. Drag the extracted Filezilla application to the dock.
2. Move the extracted Filezilla application to the Applications folder

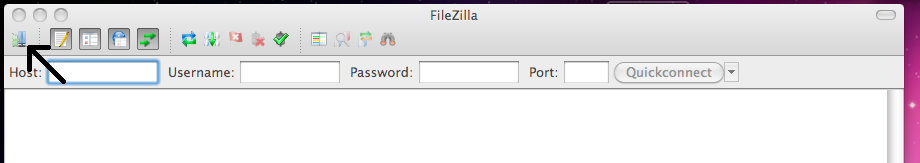


**Setting up FileZilla**

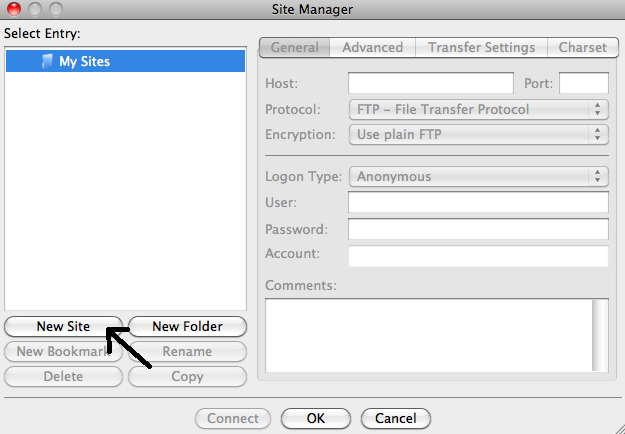
1. Open Filezilla by clicking the Filezilla icon you placed on the dock.



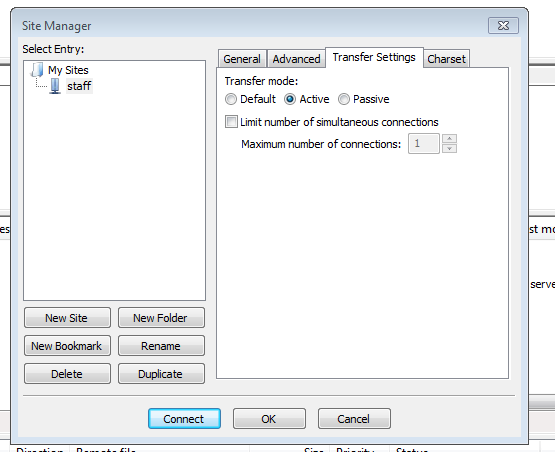
1. Click the leftmost icon at the top of the Filezilla window (or click the File menu and click Site Manager) to setup the connection to the server.

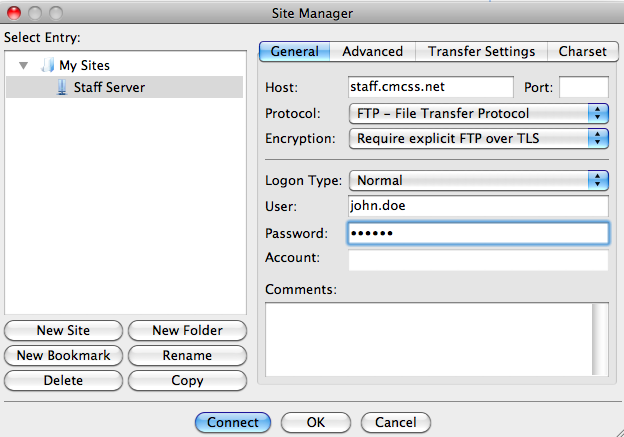


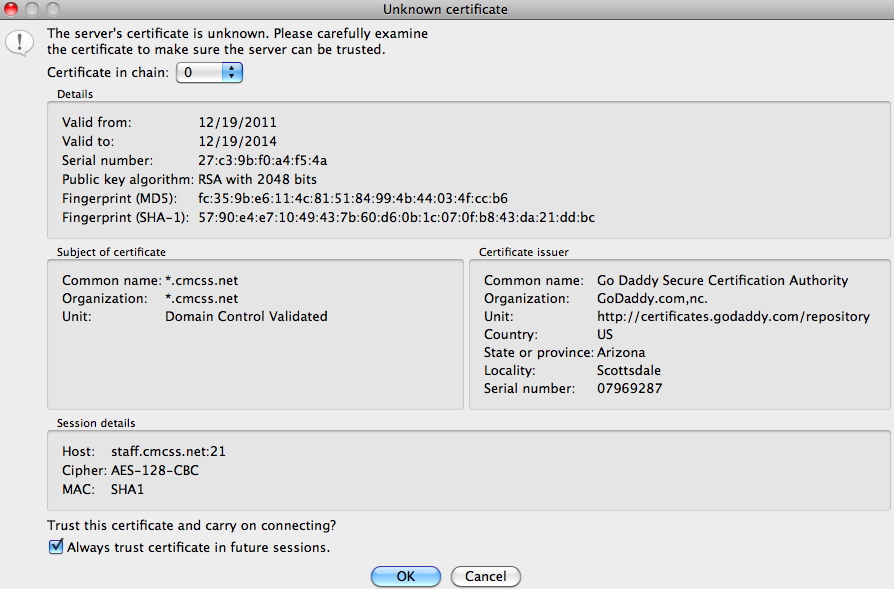
1. Click “New Site”.



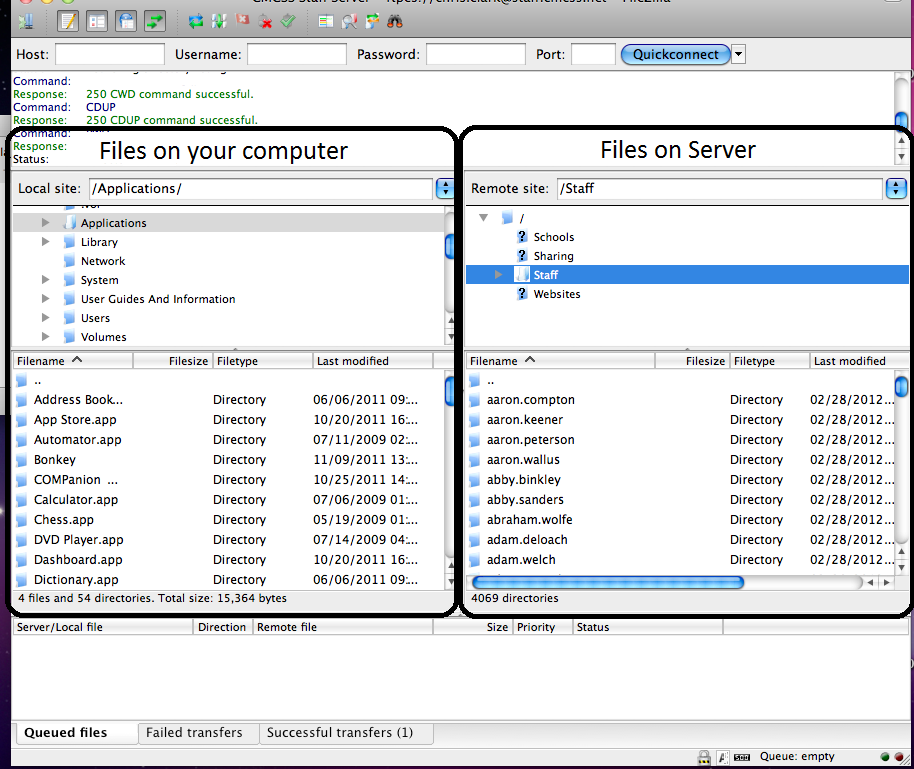
1. Name the site “CMCSS Staff Server”.
   1. Enter the **Host**: as “staff.cmcss.net”.
   2. Leave **Port:** blank.
   3. Leave **Protocol:** on FTP- File Transfer Protocol.
   4. Change **Encryption**: to “Require explicit FTP over TLS”.
   5. Change **Logon Type:** to “Normal”.
   6. In **User:**, enter your email username (ex. If your email is [john.doe@cmcss.net](mailto:john.doe@cmcss.net) you would enter john.doe).
   7. For **Password:**, use your email password.
2. Go to the “Transfer Settings” tab.



1. Click .
2. You will get a certificate message, check the box to “Always trust certificate in future sessions” and click **OK**.



1. You will now connect to the staff server.
2. The left side of the window shows the files on your computer, the right side of the window are the server files.



**Additional Notes**

To reconnect to the server click the leftmost icon at the top of the Filezilla window, select CMCSS Staff Server, and click **Connect**.

If you change your password you will need to change it in Filezilla to connect to the server, by clicking the leftmost icon at the top of the Filezilla window, selecting CMCSS Staff Server and reentering the password, click connect and it will save the new password.

Double-clicking on the folder with the .. will take you up a level to the folder which contains the files and folder you currently see.

You can drag and drop into and out of the Filezilla window. For example if you have something on your desktop you can drag it to your private folder in Filezilla to copy it that way.

You may get a disconnected from server, or connection closed by server message in the log area near the top of the window if you have been inactive. You will automatically reconnect when you start using the server again.

On the right side of the window where it says remote site you can go straight to your folder by entering in /Staff/john.doe (replace john.doe with your name).